



## Bureau of Communication and Computer Services



# Go Green and save with BCCS Electronic Pay Stub System (ePASS)

## ePASS Administrative User Guide

April 2014

## **Overview**

The Electronic Paystub System (ePASS) provides employees secure access to current and past pay stub information with 24/7 availability. Employees can view pay stub information from any computer, smart phone or mobile device that connects to the internet. In addition, ePASS maintains historical pay stub information for seven years from the date of implementation. ePASS is also designed to provide agency Payroll Administrators the capability to manage, print, email, generate reports and place applicable employee pay stubs on hold if necessary.

## **Availability and Access**

ePASS is available via the Internet 24 hours a day, seven days a week, except for rarely scheduled down times for system maintenance.

ePASS is accessible online to participating agencies/employees with a valid State of Illinois Public Domain ID, Password, and Internet capabilities.

## **Roles and Security**

ePASS has been designed to support both employees and agency Payroll Administrators for the State of Illinois. The employee view is restricted to their pay stubs. Agency appointed Payroll Administrators view is restricted to pay stub information for their designated agency only or multiple agencies for those supporting Shared Services Centers.

## One-time eRegistration

[State of Illinois eRegistration]

Employees will be prompted to complete a one-time registration process.

The screenshot shows the 'Account Registration' page of the State of Illinois eReg system. The header includes the 'State of Illinois eReg' logo and a dropdown menu set to 'ILLINOIS'. The form is titled 'Account Registration' and contains the following fields and instructions:

- Email Address:** Text input field.
- Confirm Email:** Text input field.
- Prefix:** Dropdown menu.
- First Name:** Text input field.
- Middle Name:** Text input field.
- Last Name:** Text input field.
- Suffix:** Text input field.
- Phone Number:** Text input field.
- Phone Type:** Dropdown menu with 'Home' selected.
- Birthdate:** Text input field. Below it, the text 'Required to verify identity' is displayed.
- PIN:** Text input field. Below it, the text 'Create and enter a four-digit PIN' is displayed.
- Confirm PIN:** Text input field. Below it, the text 'Re-enter four-digit PIN' is displayed.

Below these fields, a blue instruction line reads: **To verify identity, enter either full SSN or agency supplied Employee ID.**

- SSN:** Text input field.
- OR -** Text separator.
- Employee ID:** Text input field. Below it, the text 'If unaware of Employee ID, contact agency appointed payroll administrator' is displayed.


At the bottom of the form is a blue button with a right-pointing arrow and the text 'Proceed with Registration'.

## “Home” - Current Pay Stub Page

### [Employee Functions - View Current Pay Stub Information]

The “Home” page displays an employee’s current pay stub. The electronic pay stub is identical in appearance and contains the same information as a paper pay stub.

Employees have the ability to [\[Print Current Pay Stub\]](#) or [\[Save Pay Stub\]](#) by clicking the appropriate link.

State of Illinois  
**ePASS**


ILLINOIS\Valerie.Bolinger

Home
History
Email Settings
Administrator
Super Admin
Help
Log Off

**Current Pay Stub**

Actions for Pay Date 4/10/2014

Print Current Pay Stub
Save Pay Stub

**JUDY BAAR TOPINKA**  
COMPTROLLER - STATE OF ILLINOIS  
SALARY EARNINGS STATEMENT  
FOR PAY PERIOD ENDING 3/31/2014  
SCHEDULED PAY DATE 4/10/2014

37 501  
MAIL

**THIS IS NOT A DEPOSIT RECEIPT**  
  
WARRANT - TRACE NO.  
SA4571773 - 0033452  
  
EMPLOYEE ID: 00-0000000  
BATES NORMAN  
  
13 ELM STREET  
SPRINGFIELD, IL 62702

**YEAR TO DATE EARNINGS AND TAXES**  
  

GROSS EARNINGS	27174.78
F.I.C.A	2038.88
STATE TAX	1003.26
OTHER COMP.	30.13
NON-TAX INCOME	6541.24
EARNED INC. CRED	0.00

**YEAR TO DATE GROSS EARNINGS PLUS OTHER COMPENSATION  
LESS NON-TAXABLE INCOME EQUAL TAXABLE GROSS.**

**CURRENT PERIOD EARNINGS AND DEDUCTIONS**  
  

SOCIAL SECURITY NO. *** - ** - 0000	BASE PAY 3842.00	OVERTIME PAY 0.00	LUMP SUM 0.00	ADDITIONAL GROSS 0.00	GROSS EARNINGS 3842.00
--	---------------------	----------------------	------------------	--------------------------	---------------------------

**DEDUCTIONS:**  
  

FEDERAL TAX	491.15	STATE TAX	141.25	FICA	288.20	RETIREMENT	153.85
OP HLTH INS	74.00	OTHER INS	11.08	UNION DUES	26.00	DEF. COMP	700.00

**NOTE:**  
\*GROSS PAY INCREASED BY THIS AMOUNT

TOTAL DEDUCTIONS	1885.53
EARNED INC. CRED.	0.00
NET PAY	1956.47

## “History” – Pay Stub History Page

### [Employee Functions - View History of Past Pay Stubs]

The “History” page contains a listing of an employee’s previous pay stubs which are organized by year of issue. ePASS will store up to seven years of pay stub information from the date of inception.

Employees may view a particular pay stub by clicking on the [\[Date\]](#) link of a particular pay stub.

The screenshot shows the ePASS administrative interface. The top navigation bar includes links for Home, History (highlighted with a red box), Email Settings, Administrator, Super Admin, Help, and Log Off. The user is logged in as ILLINOIS\Valerie.Bolinger. Below the navigation bar, the 'History' section is titled 'History' and contains a light blue box with the text: 'Listing of last 7 years' pay stubs by year. Click on Date to get the pay stub detail.'

The main content area displays a table of pay stubs organized by year. The years 2014 and 2013 are listed as section headers. Each year has a table of pay stubs with columns for Date, Amount, and another Amount (likely Gross Pay).

2014		
04/10/2014	\$1,956.47	03/25/2014 \$1,956.47
03/10/2014	\$1,956.47	02/25/2014 \$1,956.21
01/24/2014	\$2,126.97	01/10/2014 \$1,855.52
2013		
12/23/2013	\$1,851.52	11/25/2013 \$1,851.52
11/08/2013	\$1,920.96	10/10/2013 \$2,242.28
09/25/2013	\$2,382.76	08/23/2013 \$2,563.61
08/22/2013	\$1,415.09	07/31/2013 \$397.94
07/25/2013	\$1,840.49	06/25/2013 \$1,821.91
06/10/2013	\$1,857.44	05/10/2013 \$1,715.31
04/25/2013	\$1,715.31	03/25/2013 \$2,126.84
03/08/2013	\$1,715.31	02/08/2013 \$1,785.31
01/25/2013	\$1,860.02	01/10/2013 \$2,004.13

## “Email Settings” Page

### [Employee Functions - Subscribe/Configure Email Settings]

Via the “Email Settings” page, employees may elect to have their pay stub delivered to an email address as a Portable Document Format (pdf) attachment, which preserves the format and layout of the pay stub. Employees should select or enter an email address of choice (*work or personal email address accepted*). Check the [Acknowledgement] box and click on the [Subscribe] button.

The screenshot shows the ePASS web interface. The top navigation bar includes links for Home, History, Email Settings (highlighted with a red box), Administrator, Super Admin, Help, and Log Off. The user is logged in as Valerie Bolinger. The main content area is titled 'Email Settings' and contains a light blue instruction box stating that employees can receive pay stubs via email as PDF attachments. Below this, the 'Email Preference' section has two radio buttons: 'Select an email address from registration' (selected) and 'Enter other email address'. A dropdown menu shows '-- Select an Email Address --'. The 'Acknowledgement' section has a checkbox that is currently unchecked, with text explaining the risks of using an alternate email address. The 'Effective Date' section explains that a confirmation email will be sent and that the effective date is the next pay stub issued date. At the bottom, there is a blue 'Subscribe' button.

To stop receiving pay stubs via email, employees should click on the [Unsubscribe] button.

This screenshot shows the 'Email Settings' page with the 'Unsubscribe' option. The navigation bar is the same as the previous screenshot. The main content area has a light blue instruction box stating that users should click the 'Unsubscribe' button to stop receiving pay stubs via email. Below this, the 'Email Address' section shows the current email address 'valerie.bolinger@illinois.gov' with an envelope icon. At the bottom, there is a blue 'Unsubscribe' button.

## “Administrator” Page

### [Payroll Administrator Functions - Searching Employee Records]

The “Administrator” page allows Payroll Administrators to search for one or more employees based on the selection criteria entered into the available fields. Criteria fields include First Name, Last Name, Last Four Digits of Social Security Number “SSN” or a combination of the three fields. Payroll Administrators can only access employee records for their designated agency.

**Note:** It is not required to enter all the characters of a value in a field. For example, if you enter “BO” in the Last Name field, the system returns a list of all employees whose last name begins with the letters “BO”. This feature is helpful when searching for employees who have last names with difficult spellings.

State of Illinois  
**ePASS**

ILLINOIS\Valerie.Bolinger ▼

Home History Email Settings **Administrator** Super Admin Help Log Off

**Search**

Search by first name (begins with) and/or last name (begins with) and/or last 4 digits of SSN.

First Name:

Last Name:

Last 4 SSN:

Search

## “Administrator” Page (continued)

### [Payroll Administrator Functions - Searching Employee Records]

Employee search results will be displayed in table/column format [Last Name, First Name, Middle Name, Agency, and Last 4 SSN, ePASS Registration Date, Employee ID and Print].

Click on the [Last Name] field for the employee record you wish to review.

If more than 10 entries are listed, click on the down arrow in the “show entries” field to display additional employee records (*up to 100 per screen*).

The screenshot shows the ePASS Administrator interface. At the top, the navigation bar includes links for Home, History, Email Settings, Administrator (highlighted with a red box), Super Admin, Help, and Log Off. The user is logged in as ILLINOIS\Valerie.Bolinger.

The main section is titled "Search" and contains a search box with the placeholder text: "Search by first name (begins with) and/or last name (begins with) and/or last 4 digits of SSN." Below this are three input fields: "First Name:" with "Valerie", "Last Name:" with "Bolinger", and "Last 4 SSN:" which is empty. A "Search" button is located below these fields.

Below the search section, a message states: "Click on an employee last name to view employee details. (Only first 50 items returned)". Below this is a table showing search results. The table has columns: Last Name, First Name, Middle Name, Agency, Last 4 SSN, Registered, and Print. A single entry is shown for Valerie Bolinger.

Last Name	First Name	Middle Name	Agency	Last 4 SSN	Registered	Print
<a href="#">BOLINGER</a>	VALERIE	L	CMS	[REDACTED]	3/24/2014 9:26:22 AM	No

At the bottom of the table, it says "Showing 1 to 1 of 1 entries". Navigation links for "First", "Previous", "1", "Next", and "Last" are also present.

## “Administrator” Page (continued)

### [Payroll Administrator Functions - Employee Detail Screen]

Details regarding payroll for selected employee will appear on screen.

#### Payroll administrators have the ability to:

- 1) [\[Change Print Settings\]](#) (Defaulted to No) – Administrators should only select/change to [\[Yes\]](#) to designate pay stubs that require printing.
- 2) [\[Change Email Settings\]](#) (Defaulted to No) – Administrators should select [\[Yes\]](#) when the employee requires that a pdf attachment of their pay stub be sent to a valid email address. This can be a work or personal email address.
- 3) [\[Add New Comment\]](#) – Administrators may use this field to capture pertinent information regarding an employee’s payroll status (*e.g. leave of absence, etc.*).

State of Illinois  
**ePASS**

ILLINOIS\Valerie.Bolinger ▾

Home History Email Settings **Administrator ▾** Super Admin ▾ Help ▾ Log Off

#### Employee Details

This is employee detail information from IOC.

**Name:** BATES NORMAN  
**Address:** 13 ELM STREET  
 SPRINGFIELD, IL 62702  
**Agency:** CMS  
**Employee Id:** 99-1212344  
**Last 4 SSN:** \*\*\*-\*\*-1212  
**DOB:** 12/30/1964

**Print:** Yes ([Change Print Settings](#))

**Receive Email:** Yes ([Change Email Settings](#))

**Email Address:** ✉ [valerie.bolinger@illinois.gov](mailto:valerie.bolinger@illinois.gov)

**Registered:** 4/17/2014 10:15:23 AM by ILLINOIS\Valerie.Bolinger

**Modified:** 4/18/2014 1:39:35 PM by ILLINOIS\Valerie.Bolinger

**Comment:** ([Add New Comment](#))

Date	Created By	Comment Description	Comment
4/18/2014	ILLINOIS\Valerie.Bolinger	Administrative Comment	testing application

([Show/Hide](#)) More Comments

Administrators should only select/change to [Yes] to designate pay stubs for printing

Administrators should select /change to [Yes] to designate pay stubs to be sent via email

Administrators may use this field to capture pertinent information regarding payroll/employee status



## “Administrator” Page (continued)

### [Payroll Administrator Functions - Employee Pay Stub Details]

The Employee Pay Stub Details screen displays a pay stub for a particular date on screen.

**Payroll administrators have the ability to:**

- 1) Place a particular pay stub **“On Hold”** [Change Hold Status] and provide comment regarding the hold status
- 2) Input a general **“Comment”** [Add New Comment] regarding employee status (*e.g. Direct Deposit form required for new transit routing and account numbers, etc.*).

**Note:** If a pay stub is placed “On Hold” or a “Comment” has been entered, only designated Payroll Administrator have viewing capabilities of the pay stub and/or the pertinent comments. Comments are retained for historical purposes and cannot be deleted.

#### Employee Pay Stub Details

← Employee Details

Agency:	CMS
Issued:	4/10/2014
Pay Period Begin:	3/16/2014
Pay Period End:	3/31/2014
Voucher:	P03B0501
On Hold:	No (Change Hold Status)
Comment:	(Add New Comment)

Administrators should select/change to [Yes] to place a particular pay stub on Hold

Administrators input general comments regarding a pay stub and/or employee status

#### Employee Pay Stub

**JUDY BAAR TOPINKA**  
 37 501  
 MAIL

COMPTROLLER - STATE OF ILLINOIS  
 SALARY EARNINGS STATEMENT  
 FOR PAY PERIOD ENDING 3/31/2014  
 SCHEDULED PAY DATE 4/10/2014

**THIS IS NOT A DEPOSIT RECEIPT**

WARRANT - TRACE NO.  
SA4571773 - 0033452

EMPLOYEE ID: 00-0000000

BATES NORMAN

13 ELM STREET  
SPRINGFIELD, IL 62702

YEAR TO DATE GROSS EARNINGS PLUS OTHER COMPENSATION  
LESS NON-TAXABLE INCOME EQUAL TAXABLE GROSS.

**YEAR TO DATE EARNINGS AND TAXES**

GROSS EARNINGS	27174.78
F.I.C.A	2038.88
STATE TAX	1003.26
OTHER COMP.	30.13
NON-TAX INCOME	6541.24
EARNED INC. CRED	0.00

**CURRENT PERIOD EARNINGS AND DEDUCTIONS**

SOCIAL SECURITY NO.	BASE PAY	OVERTIME PAY	LUMP SUM	ADDITIONAL GROSS	GROSS EARNINGS
***-**-1212	3842.00	0.00	0.00	0.00	3842.00

**DEDUCTIONS:**

## “Administrator” Page (continued)

### [Payroll Administrator Functions - Processed Pay Stubs]

Payroll Administrators have the ability to view all processed employee pay stubs for their designated agency.

**NOTE:** Agency payroll is accessible three to four days prior to the scheduled pay date for Payroll Administrators.

State of Illinois  
**ePASS**

ILLINOIS\Valerie.Bolinger

Home History Email Settings **Administrator** Super Admin Help Log Off

#### Processed Pay Stubs

Pay Stubs loaded from Illinois Comptroller Office (IOC)

Show last 1 row(s) per agency pay stubs loaded from IOC

Show 25 entries Filter:

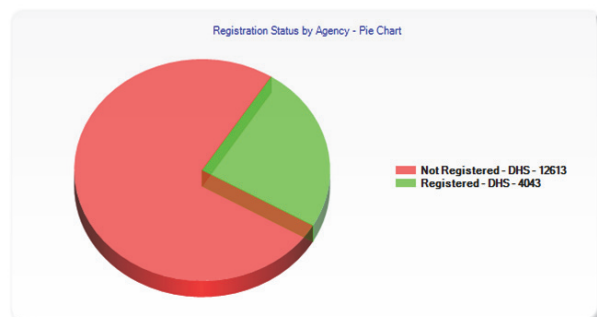
Agency	Processed Date	Issued Date	# of New Pay Stubs	# of New Users
Central Management Services (CMS - 416)	04/11/2014	04/10/2014	1	1
Central Management Services (CMS - 416)	04/10/2014	04/15/2014	2	0
Central Management Services (CMS - 416)	04/08/2014	03/25/2014	449	0
Central Management Services (CMS - 416)	04/08/2014	04/10/2014	12	10
Central Management Services (CMS - 416)	04/07/2014	04/11/2014	43	0

### [Registration Status]

Provides Agency Payroll Administrators with overview/percentages of how many employees in their respective agency have registered and/or have not registered.

#### Registration Status

This screen show registration status with total by agency



Show 50 entries Filter:

Agency	Registered	Not Registered	Total
Human Services (DHS - 444)	4,407 (25.65%)	12,774 (74.35%)	17,181

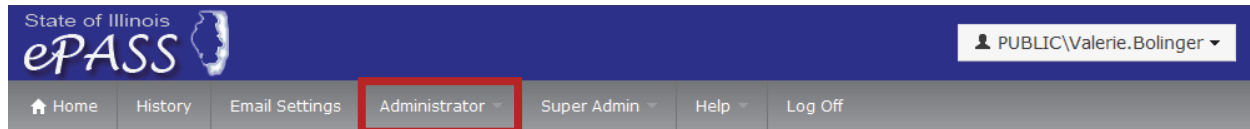
Showing 1 to 1 of 1 entries First Previous 1 Next Last

## “Administrator” Page (continued)

### [Payroll Administrator Functions - Pay Stubs to Print]

Payroll Administrators have the ability to print multiple pay stubs if the [\[Print\]](#) indicator has been set to [\[Yes\]](#) on an employee record.

Enter or select the appropriate [\[Issued Date\]](#) from the calendar date finder. Click on the [\[Generate PDF\]](#) button and a PDF attachment will be created for printing purposes.



#### Pay Stubs To Print

Enter or select an issued date from the calendar date finder. Click on the “Generate PDF” button and a pay stub file will be created for printing purposes.

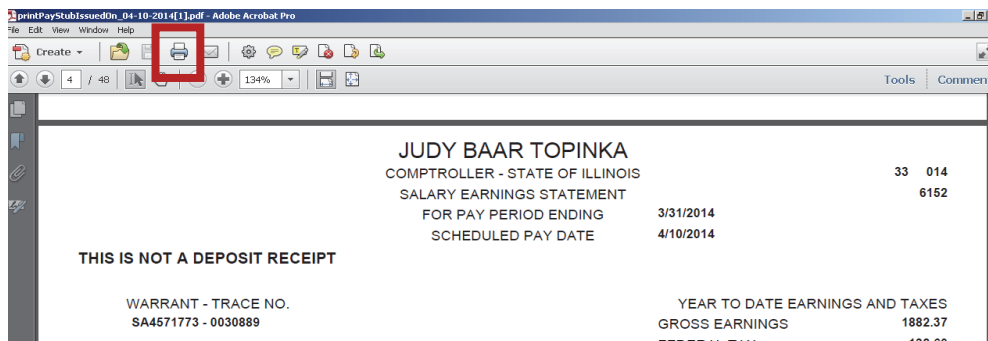
Issued Date:

☒ Generate PDF

April 2014						
Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

### [To Print]

Click the image of the printer on the menu as shown below to print the pay stub file.



## “Administrator” Page (continued)

### [Payroll Administrator Functions - Employee Report]

Payroll Administrators have the ability to produce an Employee Report containing all employees currently on their agency payroll.

The Employee Report can be sorted by [Employee Name, Agency, Last 4 Digits of SSN, Employee IDs, Distribution Code, Registration Date, Email Address, and Print option]. The employee report can be exported to Microsoft Excel for additional sorting/reporting capabilities.

If more than 25 entries are listed, click on the down arrow in the “show entries” field to display additional employee records (*up to 100 per screen*).

The screenshot displays the ePASS administrative interface. At the top, the navigation bar includes links for Home, History, Email Settings, Administrator (highlighted with a red box), Super Admin, Help, and Log Off. The user is logged in as Valerie Bolinger. Below the navigation bar, the 'Employee Report' section is active, showing a listing of all ePASS employees. A dropdown menu for 'Select an Agency' is set to 'Central Management Services (CMS - 416)'. There are buttons for 'Go' and 'Export to Excel'. Below this, a 'Show' dropdown is set to '25' entries, with a 'Filter' input field. A table header is visible with columns: Employee Name, Agency, SSN, Employee Id, Pay Code, Dist. Code, Registered Date, Email Address, and Print.

Employee Name	Agency	SSN	Employee Id	Pay Code	Dist. Code	Registered Date	Email Address	Print
---------------	--------	-----	-------------	----------	------------	-----------------	---------------	-------

## “Help” – Pay Stub Info Page

### [Employee Functions – Pay Stub Info screen]

The “Help” page provides a glossary of terms displayed on an employee pay stub. Pay stubs will differ depending on the type of pay and deductions individual employees receive.

**Note:** Employees should review the information on their pay stub, especially when there have been recent changes made to their payroll records.

State of Illinois  
**ePASS**

ILLINOIS\Valerie.Bolinger

Home
History
Email Settings
Administrator
Super Admin
Help
Log Off

#### Pay Stub Info


Pay stubs will be available for viewing on the scheduled issued date. Listed below are definitions of the terms found on your pay stub. For additional details regarding your pay stub, please contact your agency payroll administrator.

Pay Period Ending Date	<h4>Pay Period Ending Date</h4> <p>This is the last day of the pay period for which the employee is being paid.</p>
Payroll Code	<h4>Payroll Code</h4> <p>This is the five-digit code (assigned by the Comptroller) of the payroll on which the employee is paid.</p>
Schedule Pay Date	<h4>Schedule Pay Date</h4> <p>This is the actual date the employee is to be paid.</p>
Distribute Code	<h4>Distribute Code</h4> <p>This four-position field is the order (within pay code) in which the warrants are printed.</p>
Employee Name	<h4>Employee Name</h4> <p>Name of the employee to which the warrant is issued.</p>
Employee Address	<h4>Employee Address</h4> <p>This is the employee's current mailing address.</p>
Social Security Number	
Base Pay	
Overtime Pay	
Lump Sum	
Additional Gross	
Total Deductions	
Net Pay	
Message Field	
Gross Earnings Total	
Federal Tax	
F.I.C.A.	
State Tax	
Other Comp.	
Non-Tax Income	

## “Help” Frequently Asked Questions Page

### [Employee Functions – Frequently Asked Questions “FAQs”]

The “Help” page provides a list of commonly asked questions and answers in order to provide an employee with a better understanding of the ePASS application.



**Illinois Department of Central Management Services**

[Home](#)
[Services ▾](#)
[Products ▾](#)
[Support ▾](#)
[Policies](#)
[News & Events](#)

[Home](#)
[Services](#)
[Catalog](#)
[Application](#)
[Electronic Pay Stub System](#)
[ePASS FAQ](#)

### ePASS FAQ

1. What are the benefits of using ePASS?
2. What if I don't have a computer?
3. Will the ePASS system time out after a period of no activity on my computer?
4. How secure is ePASS?
5. Will the electronic pay stub look like my current paper pay stub?
6. Can I print my electronic pay stub from ePASS?
7. How safe is my personal information?
8. Who has access to my pay stub information?
9. Who should I contact if I need additional information or have questions regarding the information displayed on my pay stub?
10. How do I access and view my online pay stubs?
11. What do I do if I forget my State of Illinois Public ID and/or Password and can't access my account?

[Go to top](#)

#### What are the benefits of using ePASS?

There are many benefits to ePASS. Online pay stubs are more secure since less people handle your pay stub. You do not have to worry about your pay stub being lost in the mail or stolen from your mail box. If you are away from the office or home, you can view your pay stub from any computer, smart phone or mobile device that connects to the internet.

ePass provides employees secure access to current and past pay information with 24/7 availability, except for rarely-scheduled down times for system maintenance. Email delivery options are also available. In addition, ePASS maintains historical pay stub information for seven years from the date of implementation.

[Go to top](#)

#### What if I don't have a computer?

For users without computers, there are number of ways for users to view electronic pay stub information and take advantage of the various ePASS features. Users may access their pay stubs online via a web browser on their smart phone or mobile device. Some others find it convenient to access their secure online pay stubs at establishments that provide free internet access (*e.g. public libraries*). You may even contact your payroll department for a printout of your pay stub upon request.

[Go to top](#)

#### RELATED RESOURCES

- ▶ EPASS - A Green Solution
- ▶ EPASS Enrollment/MOU
- ▶ EPASS Login Instructions
- ▶ EPASS Administrator Guide
- ▶ GREEN.Illinois.Gov

#### RELATED SERVICES

- ▶ Accounting Information System (AIS)
- ▶ Adobe Reader Extensions
- ▶ Central Inventory System (CIS)
- ▶ Central Payroll System
- ▶ Central Time & Attendance System/eTime
- ▶ File Transfer Utility

## Log Off

### [Employee Functions – Log Off of ePASS application]

To exit the application, click the [\[Log Off\]](#) menu selection located on the right hand side of the top navigation menu. Then close your internet browser window.

**NOTE:** Forgetting to log off poses a security risk with any computer that is accessible to other people and could potentially leave your State of Illinois Public Account open to abuse. To avoid misuse by others, remember to log off or lock your computer whenever you leave it

